



TOWN OF DISCOVERY BAY
A COMMUNITY SERVICES DISTRICT



President – Bill Mayer • Vice-President – Bill Pease • Director – Kevin Graves • Director – Robert Leete • Director – Bryon Gutow

TOWN OF DISCOVERY BAY
COMMUNITY SERVICES DISTRICT
AGENDA PACKET

Regular Board Meeting
Wednesday, May 1, 2019

7:00 P.M. Regular Board Meeting

Community Center
1601 Discovery Bay Boulevard



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

SDLF Gold-Level of Governance



President – Bill Mayer • Vice-President – Bill Pease • Director – Kevin Graves • Director – Robert Leete • Director – Bryon Gutow

**NOTICE OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY
Wednesday May 1, 2019**

REGULAR MEETING 7:00 P.M.

Community Center

1601 Discovery Bay Boulevard, Discovery Bay, California

Website address: www.todb.ca.gov

REGULAR MEETING 7:00 P.M.

A. ROLL CALL AND PLEDGE OF ALLEGIANCE

1. Call business meeting to order 7:00 p.m.
2. Pledge of Allegiance.
3. Roll Call.

B. PUBLIC COMMENTS (Individual Public Comments will be limited to a 3-minute time limit)

During Public Comments, the public may address the Board on any issue within the District's jurisdiction which is not on the Agenda. The public may comment on any item on the Agenda at the time the item is before the Board for consideration by filling out a comment form. The public will be called to comment in the order the comment forms are received. Any person wishing to speak must come up and speak from the podium and will have 3 minutes to make their comment. There is a device on the podium with a green, yellow, and red light. The yellow light will come on 30 seconds before the end of the 3 minutes. There will be no dialog between the Board and the commenter as the law strictly limits the ability of Board members to discuss matters not on the agenda. We ask that you refrain from personal attacks during comment, and that you address all comments to the Board only. Any clarifying questions from the Board must go through the President. Comments from the public do not necessarily reflect the view point of the Directors.

C. CONSENT CALENDAR

All matters listed under the CONSENT CALENDAR are considered by the District to be routine and will be enacted by one motion.

1. Approve DRAFT minutes of regular meeting for April 17, 2019.
2. Approve Register of District Invoices.

D. AREA AGENCIES REPORTS / PRESENTATION

1. Supervisor Diane Burgis, District III Report.
2. Sheriff's Office Report.
3. CHP Report.
4. East Contra Costa Fire Protection District Report.

E. LIAISON REPORTS

F. PRESENTATIONS

G. BUSINESS AND ACTION ITEMS

1. Discussion and Possible Action Regarding Community Center Pool Options/Design.

H. MANAGER'S REPORT

I. DIRECTORS' REPORTS

1. Standing Committee Reports.

- a.** Water and Wastewater Committee Meetings (Committee Members Bill Pease and Bill Mayer) April 18, 2019 and May 1, 2019.
- b.** Finance Committee Meeting (Committee Members Robert Leete and Bill Mayer) – April 29, 2019.
- c.** Communications Committee Meeting (Committee Members Bill Pease and Bryon Gutow) – May 1, 2019.
- d.** Parks and Recreation Committee Meeting (Committee Members Kevin Graves and Bryon Gutow) – May 1, 2019.

2. Other Reportable Items.

J. GENERAL MANAGER'S REPORT

K. CORRESPONDENCE RECEIVED

L. FUTURE AGENDA ITEMS

M. ADJOURNMENT

- 1.** Adjourn to the next regular meeting of May 15, 2019 beginning at 7:00 p.m. at the Community Center located at 1601 Discovery Bay Boulevard.

"This agenda shall be made available upon request in alternative formats to persons with a disability, as required by the American with Disabilities Act of 1990 (42 U.S.C. § 12132) and the Ralph M. Brown Act (California Government Code § 54954.2). Persons requesting a disability related modification or accommodation in order to participate in the meeting should contact the Town of Discovery Bay, at (925) 634-1131, during regular business hours, at least forty-eight hours prior to the time of the meeting."

"Materials related to an item on the Agenda submitted to the Town of Discovery Bay after distribution of the agenda packet are available for public inspection in the District Office located at 1800 Willow Lake Road during normal business hours."



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

SDLF Gold-Level of Governance



President – Bill Mayer • Vice-President – Bill Pease • Director – Kevin Graves • Director – Robert Leete • Director – Bryon Gutow

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE TOWN OF DISCOVERY BAY

Wednesday April 17, 2019

REGULAR MEETING 7:00 P.M.

Community Center

1601 Discovery Bay Boulevard, Discovery Bay, California

Website address: www.todb.ca.gov

REGULAR MEETING 7:00 P.M.

A. ROLL CALL AND PLEDGE OF ALLEGIANCE

1. Call business meeting to order 7:00 p.m. – By President Mayer.
2. Pledge of Allegiance – Led by President Mayer.
3. Roll Call – All Present.

B. PUBLIC COMMENTS (Individual Public Comments will be limited to a 3-minute time limit)

None.

C. CONSENT CALENDAR

All matters listed under the CONSENT CALENDAR are considered by the District to be routine and will be enacted by one motion.

1. Approve DRAFT minutes of regular meeting for April 3, 2019.
2. Approve Register of District Invoices.
3. Accept Draft Annual Water Quality Report/Consumer Confidence Report - Reporting year 2018.
4. Approve Board President to Sign and Submit a Letter of Opposition to Senate Bill 13.
5. Adopt and Present Proclamation 19-01 Thanking and Honoring Virgil Koehne for his 20 Years of Dedicated Service to the Town of Discovery Bay.

Motion by: Vice-President Pease to approve the Consent Calendar.

Second by: Director Leete.

Vote: Motion Carried – AYES: 5, NOES: 0

President Mayer – Stated that item 5 “Proclamation 19-01 Thanking and Honoring Virgil Koehne for his 20 Years of Dedicated Service to the Town of Discovery Bay” under the Consent Calendar will be presented at the Retirement Party on April 30, 2019.

D. PRESENTATIONS

None.

E. MONTHLY WATER AND WASTEWATER REPORT – VEOLIA

1. Veolia Report – Month of March.

Project Manager Sadler – Provided the details of the March 2019 Monthly Operations Report. There was discussion regarding the Veolia report.

F. BUSINESS AND ACTION ITEMS

1. Discussion and Possible Action to Accept Audited Financial Statements for FY 2017-18.

Finance Manager Breitstein – Provided the details of the Audited Financial Statements for FY 2017-18. There was discussion regarding a clean Audit and thanked Staff for the hard work.

Motion by: Vice-President Pease to accept the Financial Statements and Independent Auditors Report performed by Croce, Sanguinetti, & Vander Veen for year ending June 30, 2018.

Second by: Director Graves

Vote: Motion Carried – AYES: 5, NOES: 0

G. INFORMATIONAL ITEMS ONLY

None.

H. DIRECTORS' REPORTS

1. Standing Committee Reports.
 - a. Parks and Recreation Committee Meeting (Committee Members Kevin Graves and Bryon Gutow) April 17, 2019. Committee Member Graves and Gutow provided the details regarding items discussed; Community Center pool, outdoor Community Center lighting, front entrance lighting, Dog Park, and the roadway medians.
2. Other Reportable Items.

I. MANAGER'S REPORT

None.

J. GENERAL MANAGER'S REPORT

1. Envision Contra Costa 2040 Project - Contra Costa County General Plan and Zoning Code Update. General Manager Davies – Provided the details regarding the Envision Contra Costa 2040 Project; resident workshop on April 24, 2019 at 6:00 p.m. at the Community Center.
2. GSA Update. General Manager Davies – Provided an update regarding the Groundwater Sustainability Agency; MOU to formulate a GSP (Groundwater Sustainability Plan). September 11, 2018 an application was made to the Department of Water Resources to split the basin (along the Contra Costa/ San Joaquin County line) and on February 11, 2019 DWR approved the modification request and now there is a separate basin designated officially as the East Contra Costa Sub-Basin. There may be more to come before the Board if modifications are needed for the MOU.

K. CORRESPONDENCE RECEIVED

1. Received – Contra Costa County Aviation Advisory Committee meeting minutes for February 14, 2019.
2. Received – Contra Costa County Aviation Advisory Committee meeting minutes for March 14, 2019.
3. Received – Discovery Bay P6 Citizen Advisory Committee meeting minutes for January 9, 2019.
4. Received – East Contra Costa Fire Protection District meeting minutes for March 13, 2019.

L. FUTURE AGENDA ITEMS

None.

M. ADJOURNMENT

1. The meeting adjourned at 7:11 p.m. to the regular meeting on May 1, 2019 beginning at 7:00 p.m. at the Community Center located at 1601 Discovery Bay Boulevard.

//cmc – 04-18-19

<http://www.todb.ca.gov/agendas-minutes>



Town of Discovery Bay

"A Community Services District"

STAFF REPORT

Meeting Date

May 1, 2019

Prepared By: Dina Breitstein, Finance Manager & Lesley Marable, Accountant
Submitted By: Michael R. Davies, General Manager 

Agenda Title

Approve Register of District Invoices.

Recommended Action

Staff recommends that the Board approve the listed invoices for payment.

Executive Summary

District invoices are paid on a regular basis, and must obtain Board authorization prior to payment. Staff recommends Board authorization in order that the District can continue to pay warrants in a timely manner.

Fiscal Impact:

Amount Requested \$ 123,031.77

Sufficient Budgeted Funds Available?: Yes (If no, see attached fiscal analysis)

Prog/Fund # See listing of invoices. **Category:** Operating Expenses and Capital Improvements

Previous Relevant Board Actions for This Item

Attachments

Request For Authorization to Pay Invoices for the Town of Discovery Bay CSD 2018/2019.

AGENDA ITEM: C-2

For The Meeting On May 1, 2019
Town of Discovery Bay CSD
For Fiscal Year's 7/18 - 6/19

Pacific Gas & Electric	\$62,341.72
Stantec Consulting Services Inc	\$19,337.50
Luhdorff & Scalmanini	\$12,626.55
Herwit Engineering	\$6,195.48
Brentwood Press & Publishing	\$4,913.00
Veolia Water North America	\$3,190.92
Tree West	\$2,040.00
SDRMA	\$1,420.64
TASC	\$1,233.31
Upper Case Printing, Inc.	\$1,229.25
Watersavers Irrigation Inc.	\$1,220.64
Animal Damage Control	\$1,100.00
Paul E. Vaz Trucking, Inc.	\$1,055.76
Matrix Trust	\$840.90
Univar	\$737.47
Aflac	\$705.02
Bay Area Air Quality Management District	\$639.00
Office Depot	\$306.75
UniFrist Corporation	\$275.46
ReliaStar Life Insurance Company	\$275.00
Contra Costa County	\$263.31
Big Dog Computer	\$212.50
Comcast	\$166.85
Cintas	\$116.07
Discovery Locks & More, Inc.	\$115.00
Alhambra	\$114.78
Discovery Pest Control	\$99.00
R & B Company	\$60.81
Shred-It USA-Concord	\$59.65
Zee Medical Service Company	\$51.42
Michael Davies	\$46.63
Water Utility Refund Customer	\$41.38
	<hr/>
	\$123,031.77



Town of Discovery Bay

"A Community Services District"

STAFF REPORT

Meeting Date

May 1, 2019

Prepared By: Dina Breitstein, Finance Manager
Submitted By: Michael R. Davies, General Manager

Agenda Title

Discussion and Possible Action Regarding Community Center Pool Options/Design.

Recommended Action

Staff is looking for direction to 1. Continue to renovate the existing pool or; 2. Proceed with a design company proposal with a 15% contingency and authorize the General Manager to execute all documents in connection therewith.

Executive Summary

At the regular Board of Directors meeting held on April 3, 2019, a presentation was provided by Staff regarding the Community Center Pool. Three options were detailed along with the estimated costs for a small, medium, or large L shaped six-lane competitive pool. The Board was also presented with recommendations from the Parks and Recreation Committee along with the Finance Committee regarding the pool size preferences and the following alternatives; eliminate the pool, refurbish the pool, or build a new pool.

After consideration of the presented options Staff was additionally tasked with soliciting potential scope of work from a minimum of two pool design companies and to convey those details to the Parks and Recreation Committee for their evaluation. The Parks and Recreation Committee would propose to the Board of Directors their recommendation if the Board of Directors were to proceed with the build of a new pool.

As of the writing of this staff report, it is Staffs' intention to bring the pool design company proposals to the Parks and Recreation meeting on May 1, 2019, at 3:30 PM and obtain a recommendation, that if the Board were to proceed with entering into an agreement with a pool design company, its recommendation would be announced to the Board of Directors at this meeting.

Staff is looking for direction to renovate the pool or move forward with authorizing the General Manager to enter into an agreement with a pool design company for a design of a six-lane large L shaped competitive pool known as option 3.

Previous Relevant Board Actions for This Item

Regular Board of Directors Meeting April 3, 2019.

Attachments

AGENDA ITEM: G-1